

SIMPLE STEPS TO ORDERING YOUR TEXTBOOKS

saintpaulcollegebookstore.com



1 CREATE AN ACCOUNT

All customers need an account set up to place an order with the Campus Store. If you already have an account you will need to log in prior to checkout.

- Click LOG IN in the top right hand corner
- Click REGISTER HERE, then STUDENTS
- Complete the required fields



2 CLASS SCHEDULE

Go to the Textbooks tab and click ORDER TEXTBOOKS. in order to view your materials, enter in your class schedule.

- Select the term
- Select your class department code (ex. BIOL)
- Select your course number & section (ex. 1117 03)
- Repeat for all your classes, then click VIEW MATERIALS



3 ADD MATERIALS & SUPPLIES

Add the books to your cart, then select the preferred condition of the books.

- Add the books to your cart and click CONTINUE CHECKOUT
- If your instructor makes changes to the course materials select your preference:
 - Add Only Required: All additional required materials will be added to your order
 - Add All Materials: All additional materials will be added to your order
 - Don't Add to Order: Nothing will be added to your order



4 FINANCIAL AID & SHIPPING

On the checkout page you can check which items in your cart can be charged to your student bill. To do this, click on the blue link.

- Select PICK UP IN STORE or SHIP
- Verify your billing address
- Click on your shipping method
- IT IS FASTER TO SHIP TO YOUR HOUSE



5 PAYMENT METHOD

You can pay with a credit card or add your purchase to your Financial Aid(if charging is open). If you are using specialty funding (GATEWAY, D3, VETS, 3rd party), note it in the comments.

- To pay with a credit card, enter in all the required fields
- To add the purchase to your Financial Aid, select FA (financial aid) in the dropdown box and enter your STARID
- If your financial aid doesn't cover all of your order, put the remaining balance on a credit card. Enter your card number then click Financial aid and click the "Yes you would like to apply a payment"
- Click SUBMIT PAYMENT



6 EMAIL NOTIFICATIONS

You will receive an email confirmation after your order has been submitted. You will receive emails from mntextbooks@minneapolis.edu updating you on the status of your order.